

**FIRE TRAINING OFFICER  
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING OFFICER** to be administered in **BASTROP** on **OCTOBER 7, 2014**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	23.0%
<b>FIREGROUND OPERATIONS</b>  Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, fire streams, ventilation, rescue, fire attack, and hazardous materials.	27.0%
<b>TOOLS, EQUIPMENT, &amp; SUPPLIES</b>  Knowledge of the care, operation, and correct use of all fire department tools and equipment in order to train department employees in the use of tools such as, but not limited to protective breathing apparatus, hoses, ladders, extinguishers, and to supervise the general care and maintenance of equipment, property, and supplies, including verifying that equipment is tested and meets applicable standards.	20.0%
<b>FIRE SAFETY</b>  Knowledge of fire safety practices sufficient to collect information for pre-fire planning, and to demonstrate or train employees in safety practices when using department equipment and during regular job duties and responsibilities.	10.0%
<b>RECORDS &amp; REPORTS</b>  Knowledge of effective records-keeping practices, including preparation and content, and knowledge of effective report preparation procedures, in order to write narrative reports on matters concerning the operation of the training division.	10.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with other agencies and the public.	10.0%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

#### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.  
Fire and Emergency Services Instructor, 7th ed., 2006.  
Fire Hose Practices, 8th ed., 2004.  
Fireground Support Operations, 1st ed., 2002.  
Pumping Apparatus Driver/Operator, 2nd ed., 2006.

#### OTHER RECOMMENDED PUBLICATIONS:

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.